DCIPS Performance Evaluation Administrative Reconsideration Guidance Overview

July 2016

DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Guidance Purpose

This brief provides guidance pertaining to the performance evaluation administrative reconsideration process and the related activities completed by:

- Army or Command Performance Management Performance Review Authorities (PM PRA's)
- Reviewing/Rating Officials
- Employees

A technical guide and sample templates supplements this

This guidance is only a supplement to AP-V 2011 and relevant policies published by the Army.

Administrative Reconsideration Process

- The administrative reconsideration process is the exclusive process by which employees may challenge their DCIPS Evaluation of Record or content of the DCIPS Performance Evaluation pursuant to DoD Instruction 1400.25, V-2011

- The administrative reconsideration process may not be used to challenge a midpoint review, an interim assignment report of performance, or bonus

Administrative Reconsideration Guidance

Informal Administrative Reconsideration

- Optional

Formal Administrative Reconsideration

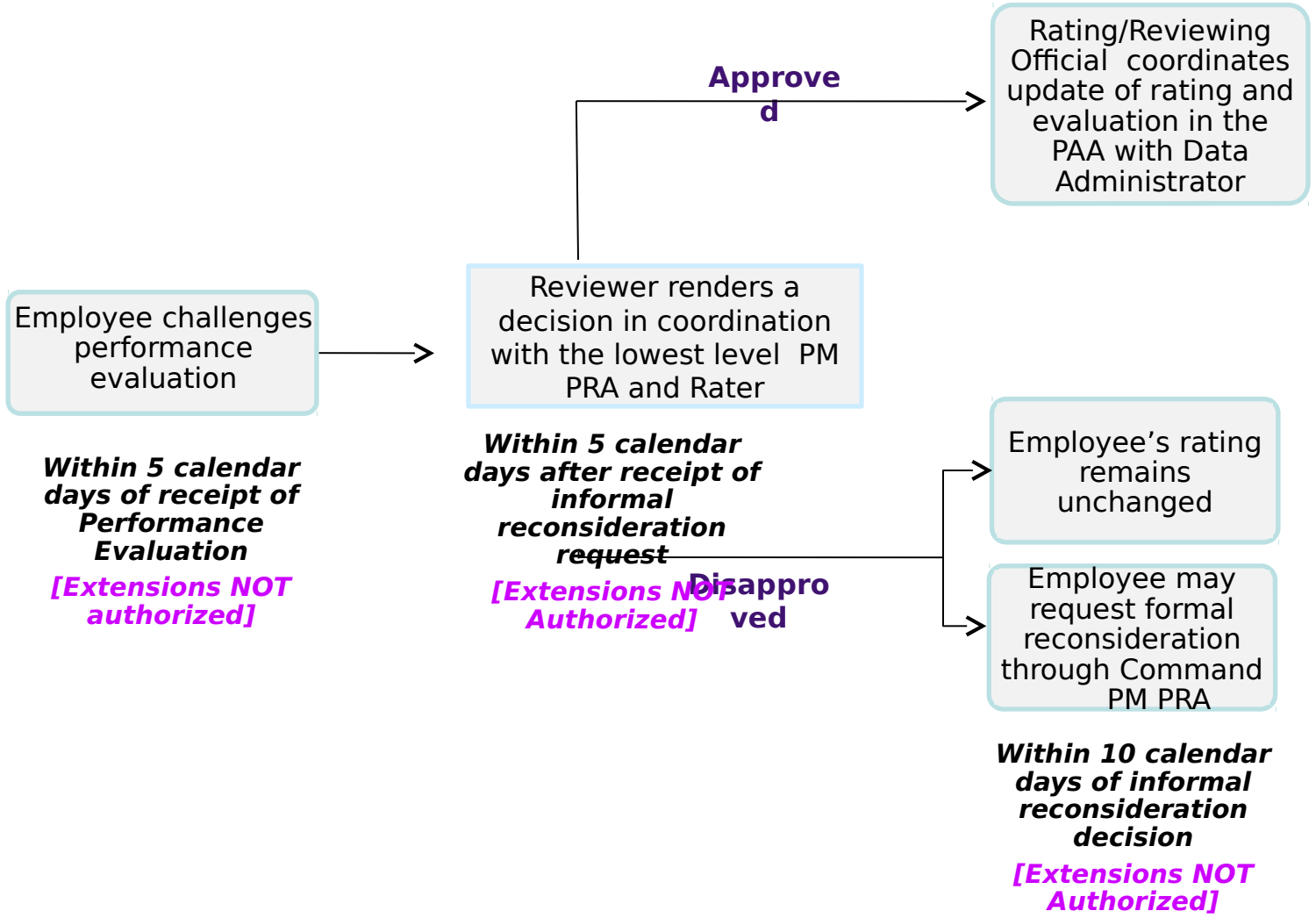
- Avenues of Redress
  - Command PM PRA
  - Army PM PRA
- All timelines are in calendar days and must be enforced accordingly
- Organizations should establish a tracking mechanism to ensure compliance with policy

Notes:

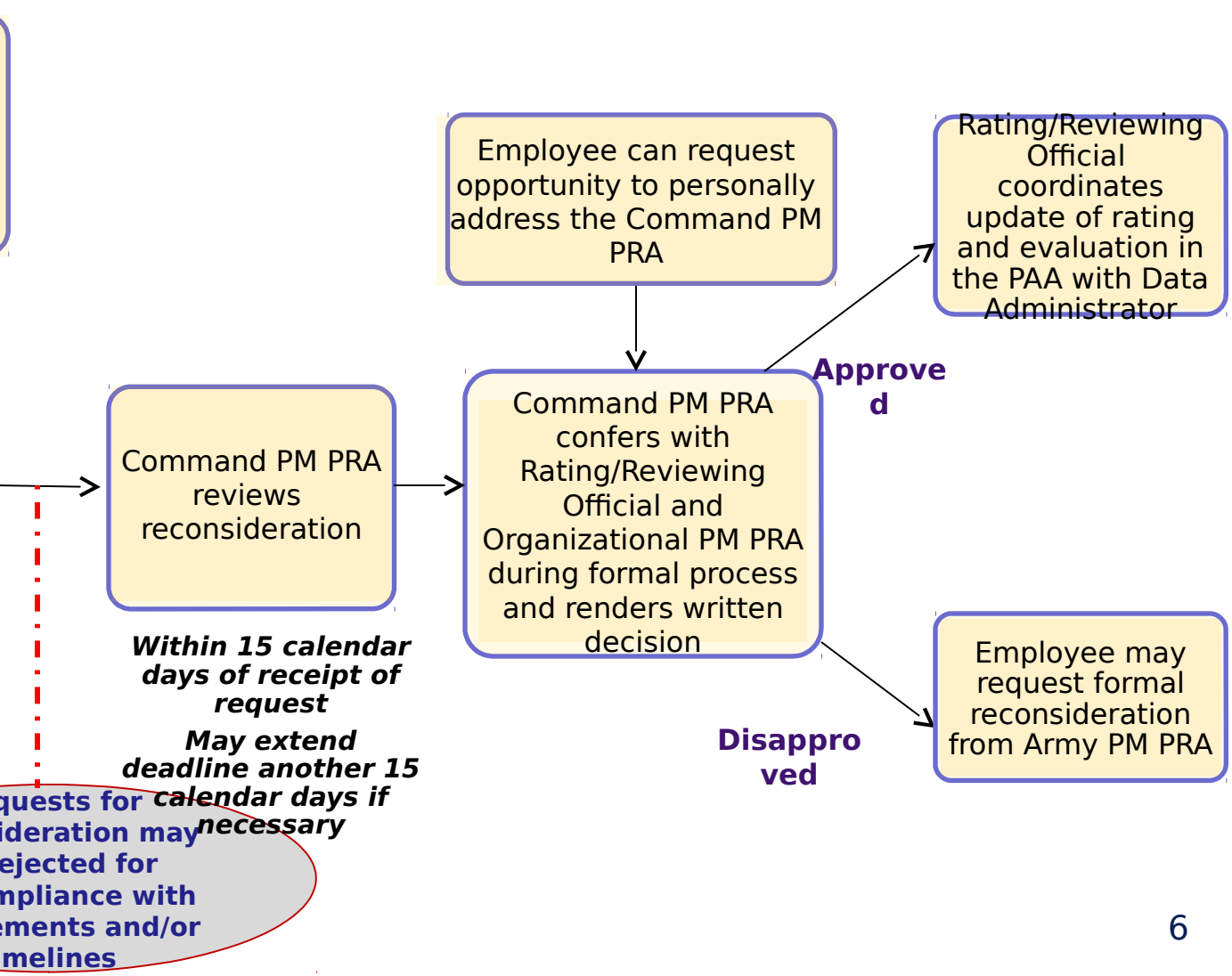
1) EEO complaints shall be processed using standard EEO complaint process

2) Whistle blower reprisals shall be addressed via the Administrative Grievance System or Army Inspector General process

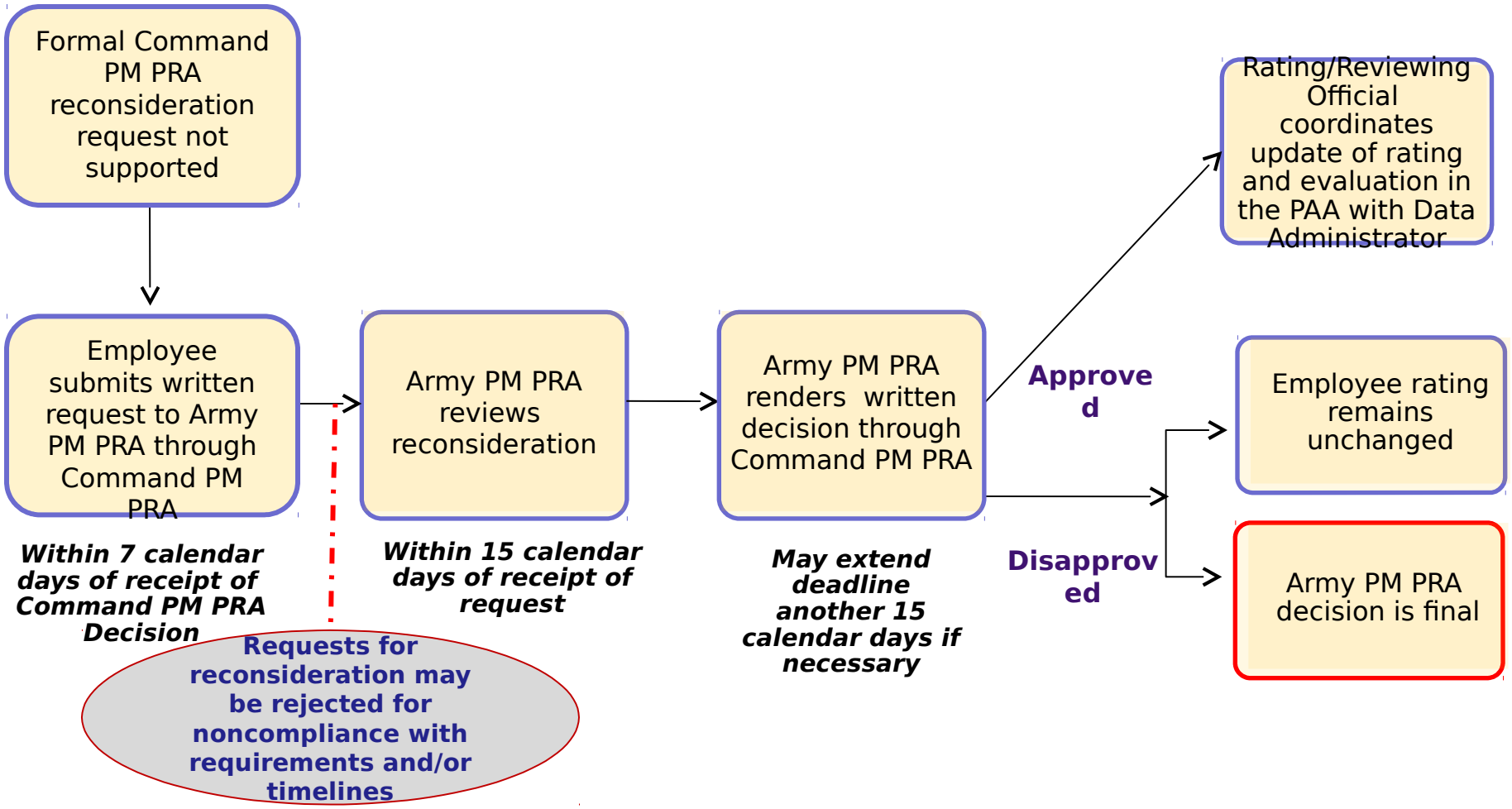
Informal Reconsideration Process



Formal Reconsideration Process – Command PM PRA



Formal Reconsideration Process – Army PM PRA



References

- DoDI 1400.25-V2011, DCIPS Performance Management, 7 May 2016
- AP-V 2011, Army DCIPS Performance Management, 29 Jun 11 (incorporating change 1, 27 Jun 14)
- AP-V 2014, DCIPS Employee Grievances, 25 Mar 12 (incorporating change 1, 22 Mar 13)